United Nations ST/AI/1999/13

Secretariat

9 November 1999

Administrative instruction

Recording of attendance and leave*

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of establishing the system of recording attendance and leave, hereby promulgates the following:

Section 1
Recording of attendance

1.1 Section 1 of the present instruction shall apply in respect of all staff members appointed under the 100, 200 and 300 series of the Staff Rules, who are administered at New York Headquarters. All other offices shall establish similar procedures in the light of their specific requirements and the progressive implementation of the Integrated Management Information System, so as to ensure effective internal control of attendance and leave entitlements.

1.2 The supervisor shall designate a time and attendance assistant who, under the supervisor's authority, shall:

(a) Verify attendance and compliance with working hours, especially for staff on staggered or flexible working hours, and inform the supervisor of unexplained absences;

(b) Record night-time and overtime work, indicating whether it is to be taken as compensatory time off or paid as overtime;

(c) Prepare reports on attendance, night-time work, compensatory time off and overtime, to be certified by the supervisor;

(d) Prepare an annual or sick leave form upon return to duty of a staff member after any period of such leave, and obtain endorsement of the completed form by the staff member and the supervisor;

(e) Keep all relevant records.

1.3 The supervisor shall promptly certify reports on attendance, night-time work, compensatory time off and overtime, and complete individual annual or sick leave reports. The supervisor shall ensure that all such reports and any supporting documentation are adequately maintained and transmitted to the executive or administrative office. The supervisor shall also promptly advise the executive or administrative office of any unexplained absence or extended sick leave on the part of staff members under his or her supervision.

1.4 The executive or administrative officer shall ensure that the requisite mechanisms are in place throughout the department or office for effective internal control of attendance and recording of night-time work, compensatory time off and overtime, travel time and administration of leave entitlements. The executive officer or other appropriate official shall certify the hours of night differential and overtime for which payment is to be made in accordance with Appendix B to the Staff Rules. He or she shall also issue appropriate personnel actions to record periods of unauthorized absence or periods of special leave without pay, on the basis of which the corresponding amount of salary and entitlements may be withheld.

1.5 At the close of each year, the executive or administrative office shall prepare an annual record of attendance for every staff member, showing the total sick leave and annual leave taken during the year, and the balance of annual leave carried forward at the beginning of the new year.

* *Personnel Manual* index No. 5010.

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1.6 Every staff member is expected to comply with the requirements imposed by the applicable rules on annual and sick leave, especially the need to obtain prior approval before taking annual leave and to submit the appropriate medical certificates or medical reports to support a request for certified sick leave in accordance with administrative instruction ST/AI/1999/12.

1.7 Staff members shall also promptly:

(a) Inform the supervisor of absence due to illness or emergency;

(b) Sign and return to the time and attendance assistant every annual leave or sick leave form;

(c) Complete, sign and return to the time and attendance assistant the annual record of attendance prepared in accordance with section 1.5.

Should the time and attendance assistant, for any reason, fail to prepare the appropriate annual or sick leave report in a timely manner, the staff member shall bring this to the attention of the time and attendance assistant and, if necessary, to the attention of the supervisor.

Section 2
Leave other than annual leave

2.1 Leave other than annual leave shall be granted in accordance with the rules governing family leave, sick leave and maternity leave, as set out in administrative instruction ST/AI/1999/12, and the rules governing special leave with or without pay, and shall be recorded as appropriate.

2.2 When it is decided that severe weather or other emergency conditions warrant a general release of non-essential staff, the resulting absence from work shall not be charged against annual leave or other authorized leave. Essential staff who are not released, including staff in the Professional category and above, shall be granted compensatory time off on that basis. Staff members who were absent from work on authorized leave shall not receive additional leave time as a result of the general release of non-essential staff who would otherwise be present at work.

2.3 Staff members serving on jury duty shall be granted special leave with pay for that purpose, in units of full or half days as certified by the court. Court appearance on behalf of the United Nations shall be recorded as absence on official business. Court appearance as a party in the staff member's personal capacity and not on behalf of the United Nations shall be charged to annual leave to the extent possible and thereafter to special leave without pay. For court appearances as a witness in the staff member's personal capacity, the Office of Human Resources Management or the local personnel office shall decide whether the absence is to be charged to annual leave or special leave with full or partial pay or without pay, according to the circumstances of the case.

Section 3
Computation

3.1 For the purposes of the present instruction, absence from work of two hours or longer and up to four hours shall be counted as one half day; absence of more than four hours shall be counted as one full day. Authorized absence of less than two hours which is made up by the staff member at a time mutually agreeable to the staff member and the supervisor need not be recorded. Any fractional period of a quarter of an hour shall be counted as a quarter of an hour.

Annual leave

3.2 Annual leave may be taken in units of days and half days. When service commences after the first working day of a month, staff entitled to two and a half days for each full month of service shall be credited two days of annual leave for service beginning up to and including the sixteenth day of the month, and one day for service beginning on the seventeenth day of the month or later. When a staff member separates before the last working day of a month, one day shall be credited for service ending up to and including the fifteenth day of the month and two days thereafter.

Sick leave

3.3 Absence on sick leave shall be counted in units of whole or half working days. Sick leave shall be computed and recorded on a calendar-month basis to allow computation under section 3.5 of the present instruction.

3.4 Staff appointed for less than one year under the 100 and 200 series of the Staff Rules and staff appointed for a short term under the 300 series of the Staff Rules shall be credited two days of sick leave per month at the beginning of the appointment on the basis of the length of their period of appointment. Should separation occur before the date of expiration of the appointment, sick leave credits shall be recalculated on the basis of the actual period of service.

3.5 The following provisions shall apply in all other cases:

(a) In computing a maximum sick leave entitlement of three months on full pay and three months on half pay, the relevant three months' period shall be deemed to comprise 65 whole working days on full pay or half pay, as appropriate, in any period of 12 consecutive months;

(b) In computing a maximum sick leave entitlement of nine months on full pay and nine months on half pay, the relevant nine months' periods shall be deemed to comprise 195 whole working days on full pay or half pay, as appropriate, in any period of four consecutive years;

(c) The consecutive periods referred to in subsections (a) and (b) above shall be counted on the basis of calendar months and shall end on the last day of each successive twelfth or forty-eighth month, as appropriate;

(d) If any of the consecutive periods referred to in subparagraphs (a) and (b) above is interrupted by full months of special leave with partial pay or without pay, it shall be extended by the same number of months;

(e) A staff member's sick leave entitlement shall be exhausted when the total number of working days on sick leave in any of the consecutive periods referred to in subsections (a) and (b) above reaches the maximum entitlement. The staff member's entitlement may arise again when, in a successive period of 12 months or four years, as appropriate, the amount of sick leave granted falls below the staff member's maximum entitlement;

(f) Where a staff member's normal work week is more than five days, days of sick leave shall be charged according to the actual number of days of leave taken up to five days and a full week of sick leave shall be counted as five days;

(g) When a staff member's entitlement to sick leave with full pay has been exhausted, the executive or administrative office, or the local personnel office, shall report the situation to the Medical Director or designated medical officer, in accordance with section 8.2 of administrative instruction ST/AI/1999/12 on family leave, sick leave and maternity leave.

Section 4
Transfer and separation

4.1 Upon the transfer of a staff member from one department or office to another at Headquarters, or between Headquarters and other offices, the releasing department or office shall ensure that the relevant records concerning the staff member's attendance are transferred to the receiving department or office and shall certify the annual and sick leave balances as of the effective date of transfer.

4.2 Upon separation from service of a staff member, the executive or administrative office or the local personnel office shall ensure that the attendance record of the staff member is complete so as to allow the necessary adjustments to be made in the final pay to reflect any leave in excess of the annual or sick leave entitlement.

Section 5
Final provisions

5.1 The present administrative instruction shall enter into force on 1 December 1999.

5.2 The following administrative instructions and personnel directives are hereby abolished:

(a) ST/AI/221/Rev.1 and Amend.1;

(b) ST/AI/260;

(c) PD/3/77.

(Signed) Joseph E. **Connor**
Under-Secretary-General for Management